

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Intermediate Education – Guidelines on General Transfers, 2011 – Issued.

HIGHER EDUCATION (IE.I) DEPARTMENT

G.O.Rt.No.344

Dated:26-05-2011
Read the following:-

- 1) From the Director of Intermediate Education, A.P.,Hyd.,
Lr.Rc.No.Ser.II.A-1/570/2011, dt.28.04.2011, and letters
even No.dated 04.05.2011 and 16.05.2011.
- 2) G.O.Ms.No.93, Finance (DCM.III) Dept.,dt.14.05.2011.
- 3) From the Director of Intermediate Education, AP,Hyd.,
Lr.Rc.No.Ser.II.A-1/570/2011, dt.16.05.2011 & 25.05.2011.

ORDER:

In the references 1st & 3rd read above, the Director of Intermediate Education has suggested certain guidelines on General Transfers, 2011. In the G.O.2nd read above, orders have been issued relaxing the ban on transfer of Government Employees, subject to certain conditions.

2. Government have examined the matter and decided to issue the guidelines on General Transfers, 2011, which are appended to this order as Annexure. The other conditions mentioned in the G.O.2nd read above shall be followed in addition to the guidelines issued.

3. The Director of Intermediate Education, A.P.,Hyderabad, shall take necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.D.SAMBASIVA RAO
PRINCIPAL SECRETARY TO GOVERNMENT (SE)

To:

The Director of Intermediate Education, A.P.,Hyderabad.
The Accountant General of A.P., Hyderabad.
All the Regional Joint Directors of Intermediate Education.
The Director of Treasuries & Accounts, A.P.,Hyderabad.

Copy to:

PS to Spl.Secy.to CM
OSD to M (S.E.&I.E.)
PS to Prl.Secy.(S.E.).
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

Annexure to G.O.Rt.No.344, Higher Education (IE.1) Department,
Dated: 26-05-2011.

[1]	Transfer by Counseling	[a]	This is applicable to Employees working in Department of Intermediate Education.
		[b]	All transfers shall be made by way of counseling through Transfer Committees constituted from time to time by the competent authority i.e., Director of Intermediate Education.
		[c]	A Zonal Level Committee headed by the Regional Joint Director concerned with the District Vocational Education Officers of the concerned Zone as Member Conveners [for their concerned District], a Senior Official representative from State Head Quarter will undertake transfer through counseling. The Committee shall be responsible to monitor and implement these instructions as well as other guidelines issued by Director of Intermediate Education from time to time on the issue strictly.
		[d]	The employees who worked in any category and proceeded on long leave shall only be posted to the same place except for the cases when they are liable to be transferred otherwise.
[2]	Eligibility to apply for transfer	Except for the employees who are liable for transfer, those who have put in more than two years of service in a particular station as on the date specified by the Government in the G.O lifting the ban on transfers only will be eligible to apply for transfer.	
3]	Schedule of Transfers	Director of Intermediate Education shall draw schedule for effecting transfers.	
[4]	Competent authority for issue of posting orders	The appointing authorities concerned i.e., Regional Joint Directors in respect of Junior Lecturers, Physical Directors, Librarians and Non-Teaching staff and Director of Intermediate Education in respect of Principals shall issue transfer orders based on the recommendation of the Committees constituted for the purpose and based on the counseling.	
[5]	Criteria for transfers	[a]	No person shall be transferred before completion of two years of service in a particular station as on the date specified by the Government in G.O lifting ban on transfers and no person shall be retained beyond 05 years of stay. Service in all cadres at a station will be counted while calculating the period of stay.
		[b]	The employees retiring within the next two years [as on the date specified by the Government in G.O lifting ban on transfers] shall not be transferred unless they make a specific request for transferring them.
		[c]	Women employee shall be posted to Women's Institutions to the extent possible. Male employees who are over and above 45 years of age may be considered for such posting to women institutions, if no women candidates are available.
		[d]	The employees eligible for transfers shall not be posted in the Government Junior Colleges located in the same Gram Panchayat/ Municipality/ Municipal Corporation during transfers by counseling. It is to ensure that candidates do not remain long standing in a particular station. In respect of Hyderabad City, however, this condition is not applicable. Principal of Government Junior College can, however, be posted within the native districts.
		[e]	If any employee who is liable to transfer fail to apply and attend the counseling, such person will be allocated to leftover vacancy in the counseling and no further correspondence will be entertained.

		[f]	All transfers will be effected based on the Entitlement Points scored by individual applicants on the criteria as mentioned in the guidelines and instructions issued by the Director from time to time. The highest scorer in the respective subject and zone will be given the first choice and so on.
		[g]	Once transfer orders are issued by the Competent authority as per counseling, no review request by the candidate shall be considered except for review at the Director level and that to only in case of non-adherence of proper counseling. The person shall join at the place of posting after the orders are issued. Avoiding of posting orders and applying for treatment or medical leave to avoid joining will be treated as violation of instructions and action shall be initiated accordingly.
[6]	Place of postings		The Transfers shall be affected from Focal to Non-Focal, Non-Focal to Non-Focal or from Non-Focal to Focal posts only. In no case person shall be transferred from one focal post to another focal post. In respect of Urdu medium Colleges however the same may be relaxed in case no eligible candidates are available. The places with 30% and 20% HRA will be considered as Focal and the places with 14.5% and 12% HRA will be considered as Non-focal.
[7]	Procedure for notification of vacancies	[a]	The number of employees to be transferred is to be identified in each subject / category in the first instance and the transfers shall be considered in relaxation of 20% ceiling since the requests for transfers would not involve any expenditure on T.T.A.,etc.
		[b]	The places where redeployed staff with less than 02 years of working are there will not be taken as vacancies. The liable for transfer Redeployed candidates shall be considered for posting preferably to a performing Aided Junior College and in case no such vacancies exist then only will they be considered for a Government Junior College.
		[c]	For each subject in a college up to 50% of the posts may be filled up in the subject against sanctioned posts so as to ensure that there is an equitable distribution of regular employees based on the location as well as work load.
		[d]	The office bearers of the recognized employees Union (at State level and District level) shall not be transferred, if their stay in the present station does not exceed 06 years in such office. This is in pursuance of the Circular Memo. No. 596/Ser.Welfare/94-2,dt.25.08.1995, Government Memo. No.10797/ Ser.VI-1/2002, dated. 07.06.2002 and Memo. No.26135/ Ser. Welfare/2002-1 of General Admn [Ser] Dept, dated 19.06.2002. The Government Junior Lecturers Association and the Non-Gazetted Officers Associations are the only recognized employees Associations pertaining to this Department. If the stay is for more than 06 years in such office, that post shall be deemed as vacant and shall be shown in the vacancies list published.
		[e]	It has been noticed that there are a number of Government Junior Colleges, particularly in the agency and remote areas where there is considerable dearth of teaching staff. In some of these areas, except the Principal there is no other regular Junior Lecturer also. Such situations seriously impair the academic and administrative work in those colleges. It is, therefore, important to ensure that a minimum of regular staff shall be there at each Government Junior College. In view of the above, for administrative reasons and for smooth functioning of the college a minimum of regular staff may be posted.

[8]	Entitlement Points	The entitlement points as following shall be awarded to the candidates liable for transfer and eligible for transfer.	
	[a] Present station service	(i) For every completed year of service in places with 30% HRA	Nil Points
		(ii) For every completed year of service in places with 20% HRA	02 points
		(iii) For every completed year of service in places with 14.5% HRA	04 points
		(iv) For every completed year of service in places with 12% HRA	06 points
		Note: the period of absence/ leave for more than a year shall be deducted while giving points to service.	
	[b] 2 nd Year Results in IPE including Advance Supplementary Examinations [only for Principals and Teaching staff]	(i) 0% to 30%	0 points
		(ii) 31% to 50%	10 points
		(iii) 51% to 70%	20 points
		(iv) 71% and above	30 points
		In case of Principals, the College performance will be taken as criteria.	
		Where more than one Junior Lecturer exist in a College, the number of students appeared, passed and percentages shall be ascertained through a certificate of the Principal showing all persons in the subject. The Principal concerned will be held responsible for the correctness of the Certificate	
		The results of Intermediate Public Examination March & Advance Supplementary Examination [if available] of the current year as communicated by the Department and published in the website www.cie.ap.gov.in only will be considered.	
	[c] Other Categories	(i) Unmarried female employee/ widow	05 Points
		(ii) Spouse employment in Government/ Aided/ Public Sector establishment. [The applicant seeking transfer under this category shall produce certificate issued by the Head of the office where the spouse is working as proof of place of working].	05 Points
		(iii) Physically handicapped [where above 70% disability]	05 Points
		(iv) The listed diseases for self, spouse and dependent children [1] Cancer. [2] Open Heart Surgery. [3] Neuro-Surgery. [4] Bone TB. [5] Kidney Transplantation. The applicant seeking transfer under this category shall produce the discharge summary and Medical certificates from referral Hospital.	05 Points
		(v) Working in Notified Tribal area Colleges	05 Points
[9]	Applications	<p>The employee liable for transfer and request application by candidates eligible for transfer shall send the data required for calculating the entitlement points to the Regional Joint Director duly certified by the Principal concerned for approval of the same by the Regional Joint Director.</p> <p>If any employee fails to submit the same, the entitlement points may be prepared at Regional Joint Director level to the extent of available information and any discrepancy due to lack of information, the employee only will be held liable.</p> <p>Employees liable for transfer who fail to attend counseling shall be allotted to the available left over vacancy by the concerned transferring authority.</p>	

[10]	Display of employee details and vacancy list	[a]	The list of employees who are liable for transfer and request application by candidate eligible for transfer with entitlement points shall be displayed in the website of the Commissioner of Intermediate Education, at office of the Regional Joint Directors and Office of the District Vocational Education Officers concerned.
		[b]	The Junior College wise vacancy position of the employee's vacancy list [for counseling purpose] will be displayed with the approval of the Director and no vacancy shall be hidden in the name of the proposals being pending with the Government except for clear Government orders [G.O.s].
		[c]	During counseling no allotment for an expected / future arising vacancy will be considered.
		[d]	The employee is responsible for the correctness of the information furnished in the request transfer application. Hiding of the facts and furnishing of erroneous information will attract severe disciplinary action
[11]	Schedule of transfers and Counseling	[a]	The detailed time table for counseling shall be given wide publicity by the concerned Regional Joint Directors of Intermediate Education duly displaying at the offices of Regional Joint Directors, District Vocational Education Officer and Regional Inspecting Officers as stipulated in the G.O. issued by the Government lifting ban on transfers.
		[b]	Necessary registers and records shall be maintained for counseling duly signed and produced for scrutiny whenever required at Regional Joint Director level.
		[c]	The Committee will be held responsible for the lapses and violations if any in verification of data.
[12]	Counseling Procedures	The lists of employees liable for transfers are to be prepared in descending order as per entitlement points accrued to them. Such lists shall be displayed on the notice board at the Counseling camp. The applicants will be called in the descending order of entitlement points and may choose any of the vacant posts available at that point of time. The option has to be exercised in writing and in case two or more applicants secure same number of entitlement points, preference shall be given to the employee who has put in longer service in the particular station.	
[13]	Display of transfers on the web site	The transfers effected shall be displayed on the website and at Office of the Regional Joint Director and District Vocational Education Office after completion of counseling	
[14]	Relief and Joining	As per the Government instructions, the transferred employee is deemed to be relieved at the end of 07 days from the date of receipt of the orders. The Principals will relieve the candidates immediately irrespective of the request from the candidate for relief. They have to join at their new places within the joining time, subject to such conditions as may be prescribed by the Government.	
[15]	Powers of Head of the Department	[a]	The Director may either suo-moto or on an application received from any person aggrieved by the orders of the transfers committee may call for and examine the records in respect of any proceedings of transfers to satisfy himself about the regularity, legality or propriety. If, in any case, it appears to him that any such proceedings need to be modified, annulled or reversed or remitted for re-consideration, he may pass orders accordingly so as to rectify any violation of rules or discrepancies. Such order shall be implemented by the authority concerned.

		[b]	The Director may stay the implementation of any such proceedings pending exercise of his powers under Sub-Rule(a) above in case of need either suo-moto or on a complaint.
[16]	Punishment for furnishing false information		Anybody who has submitted false information and certificates and the officers who have countersigned such false information shall be liable for disciplinary action in addition to prosecution as per rules.
[17]	Punishment for violating Rules		Any order issued against the guidelines or in violation of guidelines issued by the Director of Intermediate Education from time to time in the matter shall be liable for disciplinary action as per rules.

DR.D.SAMBASIVA RAO,
PRINCIPAL SECRETARY TO GOVERNMENT(S.E.)